

# **STATE OF ARKANSAS STATE VEHICLE FLEET MANAGEMENT GUIDE**

## **SUMMARY OF REGULATIONS**

The policies and procedures for the purchasing, utilization reporting and inventory management of State-owned vehicles (State Vehicle Fleet Management) have been a part of the State of Arkansas Accounting and Budgetary Procedures Manual (Manual) since the inception of the program in 1977. That “manual” was published and maintained by the DFA Office of Accounting. The State Vehicle Fleet Management activities have always been conducted and managed by staff within the Office of Information Services (DFA-OIS). The “Manual” is being repealed effective October 1, 2004. As the result of the repeal, the fact that OIS operates the State Vehicle Fleet Management Program, and in order to comply with new accounting systems and practices, the DFA-OIS is implementing new policies, forms and regulations for the program.

Since the “Manual” was never adopted under the provisions of the Administrative Procedures Act provisions and is being repealed, no mark-up is prepared. The program policies, forms and regulations were contained in the “Manual” in Part II, Chapter 20. The State of Arkansas State Vehicle Fleet Management Guide will be effective on October 1, 2004, will be in electronic form and available on the DFA-OIS web site.